

9 August 1951

MEMORANDUM FOR: Deputy Director of Training

FROM: : [REDACTED]

25X1A9a

SUBJECT : Statement of Functions

1. Answers to question: "Statement of Functions."

- a. To indoctrinate uncleared new professional members of the agency in selected subjects.
- b. Under the Director of Training and his staff, to direct the activities of UTG/A at [REDACTED] and to act as instructor in writing techniques. To conduct continuous liaison with other agency offices with respect to students.
- c. (1) Production of current copy on subjects of intelligence content for the purpose of abstracting; (2) writing of a training manual on writing techniques; (3) Developing a course, already in operation, on area study; (4) Developing a course on maps; (5) arranging motion film showings on intelligence subjects.
- d. One secretary-stenographer; one librarian; Ray Trott, mornings only; graduate student assistance.
- e. Production of Training Report No. 1, with additions, now totaling approximately 120 training examples and memoranda.
- f. To make the Indoctrination School a credit to the Office of Training.

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